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RULES

GOVERNING THE

BOARD OF COMMISSIONERS OF PUBLIC CHARITIES,

OF THE CITY OF LOUISVILLE, KY.

ITS APPOINTEES, SUBORDINATE OFFICERS AND EMPLOYEES,

AND THE PATIENTS,

IN THE

LOUISVILLE CITY HOSPITAL,

PRESTON AND CHESTNUT STREETS.

MAY 4 1962

Louisville City Hospital,

P. C. BARBOUR, M. D.,
SUPERINTENDENT.

Louisville, Ky. Oct 2 & 1893

Dictated:

Dr. W. H. Wathen

Dear Sir,

In reply to yours of recent date I give you desired information as best I can. You will receive the only book of rules we have and the Visiting and Consulting Staff appointed at last regular meeting of the Board Commissioners held in May 1893 viz.

Consulting Surgeons: Drs. Yandell, Hollenro, G. W. Griffiths
Aug. Schachner, F. C. Simpson and Ewing Marshall.

Consulting Physicians, Drs. Archibald, Kelly, Marwin,
F. C. Wilson, J. L. McDermott and Cary & Blackburn.

Visiting Physicians, Drs. Weidner, Lucas, Boggess, Stucky,
Satterwhite, Gilbert, Ewing and H. M. Goodman.

Visiting Surgeons: Rodman, Dugan, Daniels, H. H. Grant
Skinner, Simpson Geo. F., Cantledge and Vance

Consulting Gynecologists; Drs. Wathen, Anderson, Thum,
M. C. Murty, Cecil and Julia Ingram.

Oculists, Drs. Cheatham, Ray, Coe and Reynolds.

Dermatologist. Dr. I. N. Bloom,

Consulting Neurologists; Drs. J. F. Allen and Curran Pope.

Consulting Genito-Urinary Surgeons; D. E. R. Palmer

(over)

Consulting Rectal Surgeons: Drs. Mathews and W.O. Green.

Diseases of Children: Drs. H. Heuser and Tuley.

Dental Surgery. Dr. Chas. E. Dunn.

Curator: Dr. J. B. Marvin - Dr. L. Frank Assistant

Registrar. Dr. J. Hunt Stucky - Dr. W. Redin Kirk "

Trusting you may find desired information
I am Respectfully

Samuel H. Cohen

Secty. L. C. Hospital.

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LOUISVILLE, KY. :
CHAS. T. DEARING, PRINTER.
1888.

BOARD COMMISSIONERS OF PUBLIC CHARITIES.

HON. CHAS. D. JACOB, MAYOR, President.

WILEY ROGERS, M. D.

T. P. SATTERWHITE, M. D.

A. D. McCULLOCH.

LUM SIMONS.

E. GRAUMAN.

HARRISON NEWMAN.

HOSPITAL COMMITTEE.

WILEY ROGERS, M. D., Chairman. T. P. SATTERWHITE, M. D.

WORK HOUSE COMMITTEE.

A. D. McCULLOCH, Chairman. LUM SIMONS.

ALMS HOUSE COMMITTEE.

LUM SIMONS, Chairman. HARRISON NEWMAN.

ERUPTIVE HOSPITAL COMMITTEE.

ED. GRAUMAN, Chairman.

HARRISON NEWMAN.

MAYOR CHARLES D. JACOB, *ex-officio* of all Committees.

HOSPITAL STAFF.

CONSULTING STAFF.

SURGEONS.

DR. GEO. W. GRIFFITHS.
DR. D. W. VANDELL.
DR. J. M. HOLLOWAY.
DR. C. SKINNER.
DR. J. M. MATHEWS.

PHYSICIANS.

DR. P. R. HENDERSON.
DR. C. W. KELLY.
DR. J. A. OUCHTERLONY.
DR. J. B. MARVIN.
DR. F. C. WILSON.

VISITING STAFF.

SURGEONS.

DR. A. M. CARTLEDGE.
DR. W. L. RODMAN.
DR. F. SAMUELS.
DR. T. H. STUCKY.
DR. H. GRANT.
DR. D. MORTON.
DR. AP. M. VANCE.
DR. J. G. CECIL.

PHYSICIANS.

DR. P. GUNTERMAN.
DR. F. L. JENKINS.
DR. EWING MARSHALL.
DR. CARL WEIDNER.
DR. R. T. YOE.
DR. J. M. KRIM.
DR. M. THUM.
DR. J. B. ENRIGHT.

CONSULTING GYNECOLOGISTS.

DR. W. H. WATHEN.

DR. S. BRANDEIS.

DR. D. MORTON.

OCULISTS.

DR. W. CHEATHAM.

DR. J. M. RAY.

DR. S. G. DABNEY.

DERMATOLOGIST.

DR. I. N. BLOOM.

OFFICERS OF HOSPITAL.

JOHN L. LONG, M. D., Superintendent.

JAMES W. BENNERS, Clerk and Apothecary.

MRS. M. GRIST, Matron.

E. E. EARLEY, Engineer.

MISS FLETCHER, Supt. of Training School for Nurses.

RULES GOVERNING THE BOARD OF COMMISSIONERS.

1. The regular meeting of the Board of Commissioners of Public Charities shall take place every second Tuesday of each month at two o'clock P. M.

2. Special meetings shall be called by the President whenever deemed necessary by him, or upon the written request of any two members.

3. The Commissioners shall organize at their regular meeting on the Tuesday following the annual election of Commissioners by the General Council, in each year.

4. The President shall preside at all meetings of the Board, and, in his absence, a President *pro tem.* shall be elected. The President shall conduct the meetings in a parliamentary manner and according to the rules. His decisions, unless reversed by the Board upon an appeal taken by any member, shall be binding; and he shall sign and verify the minutes of each meeting after their approval by the Board.

5. The President shall appoint the following committees at the next regular meeting of the Board after his election:

1. A Committee on Hospitals.
2. A Committee on Workhouse.
3. A Committee on Alms House.
4. A Committee on Eruptive Hospital.

6. The Mayor of the city shall be *ex-officio* a member of all committees.

7. A majority of the Board shall constitute a quorum.

8. Motions shall be reduced to writing when requested by the President, or any member present.

9. On all questions and motions whatsoever, the sense of the Board shall be taken by yeas and nays, if any member requires it.

10. The order of business shall be as follows :
 - a. Reading the minutes.
 - b. Approval of bills and accounts.
 - c. Reports of committees.
 - d. Unfinished business.
 - e. New business.
11. Committees on Hospitals, Work House, and Alms House, respectively, shall exercise general supervision over these institutions, their management, grounds, arrangements, and statistics. They shall receive the regular stated reports of the Superintendents and the medical departments, and represent the Board in all special duties connected with these institutions, and report to the Board of Commissioners monthly.
12. The Medical Staff and all officers shall hold their positions at the pleasure of the Board.
13. Any person, aggrieved by the action of any committee, may appeal to the Board for redress.
14. In all questions of parliamentary proceedings, the rules as laid down in Cushing's Manual shall prevail.
15. The rules governing this Board may be suspended by a two-third vote of the members present. Any alteration, repeal, or amendment may be made by a vote of five members of the Board, notice of same having been given at least one month before action is taken.
16. Medical Staffs for the hospital, and officers for all the institutions in charge of the Board, shall be elected as provided in the rules prescribed for their government as follow hereafter; but if such election is not held at the time designated, it shall be held as soon after as may be convenient.
17. The city shall be divided into six districts, two wards in each, and a Commissioner appointed by the President to each district who shall control the admissions into the charitable institutions of the district under his charge. The Mayor to confine his permits to non-residents, and urgent cases.

RULES GOVERNING THE CLERK OF THE BOARD OF COMMISSIONERS.

1. There shall be elected by the Board of Commissioners of Public Charities a Clerk, who shall be a competent book-keeper and apothecary.

2. The Clerk shall reside in the Louisville City Hospital, unless otherwise ordered and provided for, and shall be entitled to his lodging, board and washing, and shall receive such pecuniary compensation as the Board may from time to time designate, but shall not be allowed to receive any other emoluments, perquisites or fees whatsoever.

3. The Clerk shall attend all meetings of the Board, and keep a detailed and correct account of its proceedings in the minute book of the Board, and prepare a calendar of the business to be transacted at each regular meeting, including a list of reports to be made. He shall audit and keep the accounts of the different charity institutions, each separate, and shall monthly, at the regular meetings, present a balance sheet, showing the financial status of each separate institution.

4. He shall take care of, and preserve, all books, papers and other documents belonging to the Board, subject at all times to the inspection of any member of, or other person authorized by the Board.

5. The Clerk shall receive the monthly reports and pay-rolls from the Superintendents of the different charity institutions, and shall, at least five days previous to the regular monthly meetings of the Board, prepare, for the inspection of the committees, all bills, accounts and claims presented to the Board for payment, and shall see that the bills and pay-rolls are approved by the Superintendents, and certified to upon their honors, and that the different bills correspond with the entries upon the receiving books of the different institutions, and that they are charged, extended and added correctly, and delivered to the chairmen of the respective committees.

6. The Clerk shall keep the statistical records of the City Hospital, and receive, file and tabulate the statistical records from all other charity institutions. He shall be required to keep a complete and accurate list of all private property brought into the Hospital by any patient, in a book provided for that purpose, certified to by the Super-

intendent, and make a note of the disposition of the same, and append such list to the required accounts of stock. He shall keep a full register of all patients received, discharged, and deceased. He shall register the name, age, sex, nativity, occupation and educational qualifications of each person admitted to the Hospital, and the name and residence of his or her nearest friend or relation, and also an alphabetical list thereof.

7. He shall, under the direction of the Superintendent of the Hospital, prepare monthly reports of the census, and prepare the list of stock on hand, required to be made annually by the Superintendents, and make and prepare all other reports and communications that may be required by the Superintendent of the Hospital or the Hospital Committee. He shall report monthly the number of visits made by each member of the medical staff on duty, and shall give such notices as may be directed by the registrar, curator, and officer of the day to the medical staff. He shall make a full inventory of the clothing and any other effects left by deceased patients, under the direction of the Superintendent, in books kept for that purpose, and shall also enter in this book the final disposition made of such articles, and on whose authority and order the same were disposed of. Immediately upon the death of a patient, he shall notify the relatives and friends of the same and receive their wishes in regard to the remains and effects of the deceased.

8. The Clerk shall give notice of all meetings of the Board, and shall assist the committees of the Board in the execution of their duties whenever required, and obey all proper orders received from the President, the committees, or members of the Board of Commissioners. He shall not absent himself without the permission of the President of the Board, Hospital Committee, Superintendent, and not unless he furnishes a competent and satisfactory substitute.

9. The Clerk, when elected to perform the duties of apothecary, will be held responsible under the rules governing the apothecary.

10. The Clerk shall see that the nurses and others having charge of instruments make a monthly report of the same, stating their condition, and he shall satisfy himself by personal inspection of their correctness, and so state on each report to be given to the chairman of the Hospital Committee, with his other monthly reports.

11. The Clerk shall furnish bond with approved security for the faithful discharge of his duties in the sum required from time to time by the Board of Commissioners.

RULES GOVERNING THE MEDICAL STAFF.

1. The Board of Commissioners shall elect, at their regular meeting in May, annually, the Medical Staff of the Louisville City Hospital, which shall consist of five Consulting Surgeons; five Consulting Physicians; eight Visiting Surgeons; eight Visiting Physicians; one or more Oculists; one or more Dermatologists; and one or more consulting Gynecologists, who shall be regular practitioners of medicine, surgery, and ophthalmology, and in good standing, and of not less than three years active practice.

2. The term of service of the Medical Staff shall be one year, but the term of their special duties in attending the different departments of the institution shall be such division of that time as the members of the Staff may agree upon, always placing the members of the Staff elected by this Board from the medical schools on duty during the months designated by this Board.

3. The members of the Staff thus elected shall be notified of their election by the Clerk of the Board of Commissioners, and they shall within five days signify, in writing, whether they accept or decline the position, or shall forfeit their election, in which case the Board of Commissioners shall proceed to fill the vacancy.

4. The members of the Hospital Staff shall serve without compensation.

5. The members of the Staff on medicine and surgery, representing the different Schools of Medicine, elected by the Board of Commissioners as members of the Medical Staff of the Hospital, shall have under their care the male medical and male surgery wards during the months designated by this Board. Members of the Staff, other than those from the Schools, may deliver lectures in the amphitheatre of the Hospital, at such times as may be designated by this Board, and the members of the Hospital Staff on duty in any of the departments, shall, when requested by the clinical lecturers, allow the use of their patients for clinical lectures, when deemed by them safe and prudent, but such patients are to continue under their exclusive control and treatment.

6. Any member of the Staff, other than those representing the Schools, desiring to deliver lectures during the months of July and August, shall signify such intention in writing to the Chairman of the Hospital Committee, in order that due appointment of days and hours for the use of the amphitheatre may be made, and a proper schedule bulletined; but he shall first obtain permission from the Board of Commissioners.

7. The departments of the Hospital shall consist of the following, to-wit: Medical and Surgical Department, which shall be sub-divided into Male Medical and Female Medical, Male Surgical and Female Surgical Departments, and an Eye and Ear Department, and such other sub-divisions as may from time to time be made by the Board of Commissioners.

8. The Hospital year shall be divided into terms of three or more months each, one of which terms shall constitute the annual service of each member of the staff, but the oculists may serve such time as this Board may determine. In the Medical Department there shall be in daily attendance one physician to each sub-division, and in the Surgical Department there shall be one surgeon to each sub-division. The Eye and Ear Department shall receive daily visits from the oculist and aurist on duty; and should the condition of the sick in any department require more than one visit daily, then it shall be the duty of the member of the staff, having that department under his charge, to make as many visits as may be necessary.

10. Members of the Hospital Staff on duty shall visit their departments—both white and colored—daily. Any member of the Staff who shall fail to visit daily, thereby vacates his membership, and the Board of Commissioners will at once proceed to fill the vacancy; if, however, any member of the Staff is prevented by sickness or any other unavoidable cause, he shall at once inform the Chairman of the Hospital Committee, who will take the necessary steps to secure the attendance of some other member of the Staff in his place.

11. At each visit to his ward, every member of the Staff on duty, shall register his name in a book kept for that purpose in the ward, and of any neglect or disobedience of orders on the part of either the resident assistants, apothecary, or nurses, and also of any want of ventilation, cleanliness, or proper diet or drinks, or the use of improper diet or drinks, or of any other causes detrimental to the sick, in a book kept for that purpose in the office, suggesting the proper remedies. This book of complaint is to be open only to the Medical Staff, the

Superintendent, and members of the Board of Commissioners, and will be the only source to which the Board or Superintendent will look for complaints from the Medical Staff.

12. The members of the Medical Staff on duty shall exact of the Resident Assistant serving under him, a full and correct history of all cases in books provided for that purpose, which shall be the property of the Hospital. And they shall report monthly to the Board of Commissioners whether that duty has been performed.

13. The members of the Medical Staff on duty shall discharge all persons who are in proper condition, or who have received all the benefit that treatment in the institution will afford, or direct the Resident Assistant to do so.

14. When a capital operation is to be performed, *all Surgeons of that division* and Consulting Surgeons shall be notified, provided the case permits the necessary delay caused by such notification.

15. A *post-mortem* examination of every patient dying in the Hospital shall be made if requested by the member of the Staff on duty, or by any two members of the Hospital Staff, unless objected to by the friends of the deceased, registered as such. And a notice of such examination shall be transmitted by the Clerk of the Board of Commissioners or Resident Assistant, to the Curator previous to such examination. Subjects shall not be cut or mutilated in any way further than is necessary for the *post-mortem*.

16. All operations shall be performed by the Surgeon in attendance. Operations endangering the life of the patient shall not be performed without consultation with the Consulting Surgeons and the Visiting Surgeons of that division, after obtaining consent of the patient. This rule shall not prevent emergent cases receiving immediate surgical aid. A patient obstinately refusing to allow an operation after the Surgeons of the Staff have decided upon it, may, at the discretion of the Surgeons in attendance, be discharged from the Hospital.

17. Each member of the Staff on duty shall, at the expiration of his term of service, accompany his successor at his first visit, in order that he may give a history of each case and of the treatment he has pursued, in addition to the data recorded in the case books.

18. It shall be the duty of the Hospital Staff to recommend a diet table for the use of the Hospital, stating the kind and quantity of food and drink to be allowed each convalescent patient, daily, during each day of the week; and also another table for the various kinds of extra diet to be used in the Hospital.

19. The member of the Staff on duty shall, in all cases where liquor is required, make a daily written order for the same, as no liquor will be furnished without such order.

20. The members of the Staff shall elect one of their number to serve as microscopist, whose duty it shall be to make a microscopic examination of all specimens referred to him by any member of the Staff, and report on the same. The duties of microscopist and pathological curator may be combined.

21. The Staff of the Hospital shall constitute a Medical Board, to convene for the election of officers within two weeks after their election by the Board of Commissioners. Their officers, to be elected from among their number, shall be a President, a Vice-president, a Secretary, and a Microscopist; and notice of their election shall be given the Board of Commissioners by the Secretary elect.

22. The Medical Board shall meet on the first Tuesday of every month. It shall be the duty of the Secretary to keep full and accurate minutes of all meetings of the Medical Board, and to transmit an official copy of said minutes, countersigned by the presiding officer, to the Chairman of the Hospital Committee before the next regular meeting of the Board of Commissioners.

23. It shall be the duty of the Medical Board to advise the Board of Commissioners in all matters pertaining to the physical health and well-being of the inmates of the Hospital, and to take prompt action upon all professional questions referred to them by the Board of Commissioners.

24. The Medical Board shall appoint the following standing committees:

1. A Committee on Drugs.
2. A Committee on Instruments.
3. A Committee on Inspection of Buildings, Premises, and Diet.

25. Five members of the Medical Staff shall constitute a quorum for the purpose of receiving all regular monthly reports; for all other business a quorum of nine will be required. Special meetings may be called upon the written request of any three members of the Medical Board, addressed to its President, whose duty it shall be to have the members of the Board notified of such special meetings as well as of all regular meetings.

26. The Medical Board shall arrange the term of service of its members, and shall furnish, through its Secretary to the Chairman of

the Hospital Committee, a schedule, setting forth the term of duty and department of its respective members, which shall be posted in the office of the City Hospital.

27. Should the members of the Medical Board fail to come to an amicable and satisfactory agreement as to the term of service of its respective members, the whole question shall be referred to the Hospital Committee for final adjudication.

28. All reports and communications addressed by the Medical Board to the Board of Commissioners shall be the property of the latter, and filed with its papers.

RULES GOVERNING THE CURATOR AND REGISTRAR.

1. The Board of Commissioners, at their regular meeting in June, annually, shall appoint a Pathological Curator from among the members of the Hospital Staff, who shall attend all operations and *post-mortem* examinations, and prepare such pathological specimens as may be of interest and importance. He shall also properly prepare, mount, label and preserve the same, and classify and keep a full catalogue of them. Such specimens, so preserved, shall be the property of the City Hospital.

2. The Curator shall supervise the records of all *post-mortem* examinations, which shall constitute a part of the property of the Hospital, and he shall make a full and complete annual report of the work done in his department during the year to the Board of Commissioners.

3. The Board of Commissioners, at their regular meeting in June, annually, shall appoint a Registrar, who shall be a member of the Hospital Staff. He shall superintend and take care of the medical and surgical records of the Hospital, and make a full and accurate quarterly report of all cases treated in the Hospital, and a consolidated report to the first of each fiscal year, for the preceding twelve months, to the Board of Commissioners.

4. He shall inspect the case books and medical and surgical records monthly, and see that they are properly kept according to the rules governing same, and report to the Board of Commissioners quarterly, and oftener if necessary. In case of failure on the part of any one to keep such records properly, he shall report same to the Hospital Committee at once.

RULES GOVERNING RESIDENT ASSISTANTS OF MEDICAL STAFF.

1. There shall be appointed in the month of March of each year one graduate from each of the regularly chartered Medical Schools holding sessions during the winter months; and in the month of July of each year there shall be appointed one graduate from each of the regularly chartered Medical Schools holding sessions during the spring and summer months. They shall be styled Resident Assistants to the Medical Staff of the Louisville City Hospital. Each candidate must be selected from those taking the honors of their class, and recommended for appointment by the Faculty of the School the candidate represents.

2. Should any School fail to recommend a graduate for appointment, or should a vacancy occur in the position of such Resident Assistants at any time, then the Board of Commissioners shall proceed to fill the vacancy in any way that in their judgment seems best.

3. They shall serve for one year unless sooner discharged by the Board of Commissioners for reasons satisfactory to the Board, and shall serve without compensation other than their board, lodging and washing, and, before entering upon their duties, they shall sign a pledge of honor, to observe the rules of the Hospital, and the instructions of the Staff officers; and to conduct themselves in a respectful manner to the members of the Staff and officers of the Hospital, and with kindness to the patients under their care.

4. The four Resident Assistants chosen under these rules shall enter upon the discharge of their duties on the first day of April and first day of July after their election, and shall serve until the first day of the following April and July.

5. The duties of the Resident Assistants shall be to attend to the patients in the Hospital and Dispensary, under the supervision and direction of the Visiting Staff, and to keep full and accurate memoranda of such cases as the Staff Officer may direct, in books of record pro-

vided for that purpose. These books of record shall be the property of the Hospital, and shall be kept by the Resident Assistants, each one keeping them three months from the notes and data furnished him. In them shall be recorded all admissions, giving each a number, name, and age of the person admitted, nativity, sex, color, and such other information and means of identity as may be of use for future reference; and also all discharges, operations, cures, deaths, escapes, etc., as well as all points of a general scientific nature. The Resident Assistants may agree among themselves who shall first take charge of these books, but in the event of a disagreement the Chairman of the Hospital Committee shall determine the matter for them.

6. The Resident Assistants shall perform such duties as are required in the rules, or as may hereafter be prescribed for their observance and guidance by the Board of Commissioners.

7. The Resident Assistants shall serve in rotation in the office of the Hospital, and, while on such duty, shall be styled officer of the day. The officer of the day shall not be absent from the office, except to visit his department. He shall admit all persons with peremptory permits, and shall properly register them in the admission book of the Hospital. He shall refer persons who have conditional permits, or who, in his opinion, do not require Hospital treatment, to the proper officer of the Medical Staff. In cases of urgency, not allowing delay, the Superintendent may admit persons without a permit. He shall temporarily assign to all patients admitted by him, the ward they are to occupy, until examined and permanently located by the visiting physician or surgeon on duty.

8. The Officer of the Day shall request the Clerk of the Board of Commissioners to serve such notices on the Hospital Staff as are required by these rules, and the necessity for which may arise during the day he is on duty.

9. Two of the Resident Assistants shall serve six months in the Medical Department, serving three months in each sub-division, and the other two, six months in the Surgical Department, each serving three months in the male and three months in the female sub-division, and at the termination of the first six months they shall exchange departments. Should they disagree as to who will first enter either department, the matter shall be referred to the Chairman of the Hospital Committee, who shall determine for them.

10. The Eye and Ear Department shall be attended three months by each of the Resident Assistants.

11. The Resident Assistants shall not exchange departments without the consent of the Hospital Committee, and such privilege shall not be granted except upon the written petition of the Resident Assistant, and approval by the members of the Staff on duty in the departments concerned.

12. Each Resident Assistant shall attend the member of the Staff having charge of the department in which he serves at each visit, and receive such directions as may be necessary, and see that they are carried out. In addition to the visits thus made, the Resident Assistant shall make at least two others, one in the morning and one before retiring at night, and as often as he may have been directed by the visiting members of the Staff. He shall register his name, and the hour of his visit, in a book kept in each department under the charge of the nurse.

13. He shall not prescribe liquors except in urgent cases. He shall write on his prescription that the member of the Staff is absent, and the case is urgent. A faithful observance of this rule is required.

14. Should a member of the Visiting Staff fail to make a visit at any time, he shall report same to the Superintendent. The Resident Assistant shall be responsible for the faithful observance of the instructions given by the Staff officer, and of the rules and regulations of the Hospital. When a case of importance or urgency arises in the absence of the visiting member of the Staff on duty, the Resident Assistant serving under him shall immediately notify such member of the fact, and if he can not be found, it will be his duty to seek the aid and advice of some other member of the Staff, nearest at hand, and in the meantime he shall attend to the immediate relief of the patient.

15. There shall be at no time less than two Resident Assistants present in the Hospital, and no Resident Assistant shall absent himself from his duties, unless from urgent necessity, and not then without the consent of the Staff officer on duty in his department, or the Superintendent. In cases of longer absence than one day, the consent of the Hospital Committee must be obtained, and an acceptable substitute, both to the Staff and Committee, furnished.

16. The Resident Assistants shall not practice their profession outside of the Hospital, nor engage in any other occupation, or be connected with any School of Medicine or Medical Dispensary in any capacity whatever, nor shall they make any charge for services rendered, but, in the event they are requested by the attending physician or surgeon to any private patient in the Hospital, to watch over

such patient, it shall be their duty to do so. For any such services they shall make no charge, but they are not prohibited from receiving any gratuity offered.

17. The Resident Assistants shall report to the Staff officer and Superintendent any neglect on the part of nurses or other persons whose duty it is to provide for the comfort and necessities of the sick in their department.

18. Those Resident Assistants who faithfully, and to the satisfaction of the Hospital Staff and Board of Commissioners, perform their duties, shall, at the expiration of their term of service, receive a certificate to that effect, signed by the Hospital Staff, the Mayor of the city, and the members of the Board of Commissioners, with the seal of the city attached. No certificate, however, shall be granted to any Resident Assistant who shall resign, or who has not given satisfaction to the Medical Staff and Board of Commissioners.

19. No Resident Assistant shall be absent during the hours of attendance of the Visiting Staff. They shall all be at the Hospital at a reasonable hour in the evening, and shall not sleep out of the house, unless by special permission.

20. No examination of females shall be made in the institution by the Resident Assistants, unless another person is present.

21. No Resident Assistants shall grant a permit to any patient to leave the Hospital grounds.

22. Resident Assistants on duty in the Female Medical and Obstetrical Department shall avoid being present at *post-mortem* examinations or visiting surgical departments. All Resident Assistants assisting in *post-mortems* or surgical operations, shall wash their hands in a disinfectant after finishing.

23. Resident Assistants shall not perform operations in the absence of the member of the Staff. This will not prevent urgent cases receiving the necessary attention until the Staff arrives.

RULES GOVERNING THE SUPERINTENDENT OF THE
LOUISVILLE CITY HOSPITAL.

1. There shall be appointed by the Board of Commissioners of Public Charities a Superintendent of the Louisville City Hospital, who shall be a graduate of a reputable Medical College. He shall reside, with his immediate family, in the building, in apartments to be designated by the Hospital Committee for that purpose, and shall be entitled to their lodging, board, and washing, and such pecuniary compensation as the Board of Commissioners may allow, but shall not be entitled to any other emoluments whatsoever.

2. The Superintendent shall be responsible for all purchases made for the Hospital, and no purchase shall be made by any one connected with the institution without the consent of the Superintendent, the Board of Commissioners, or Hospital Committee.

3. He shall have charge of the grounds, buildings, appurtenances and property belonging to the Hospital, and require them to be kept in good order, and all apartments to be properly warmed, cleansed, and ventilated. He shall visit the wards, offices, and rooms of the Hospital daily, as often as may be necessary. He shall require all needful repairs to be made, and as far as may be done by persons under his control, and superintend these, and such as may be ordered by the Board of Commissioners of Public Charities, or its committee, to be done by hired workmen. He shall make written notes of needed repairs or alterations for information of the Hospital Committee.

4. He shall require all articles injured or worn, of whatsoever description, to be preserved until inspected and disposition thereof ordered by a committee of the Board of Commissioners, of which he shall make a note, or properly account.

5. The Superintendent shall report to the Clerk a list of all private property belonging to patients, and shall give permits for the withdrawal of the same, upon proper demand thereof; and it shall not be permissible to remove any property without the written permit of the Superintendent, subject to the further rules relating thereto.

6. He shall require the economical use of all supplies of provisions, fuel, light, or drugs, and take especial care that no wine, or spirituous or malt liquors, supplied for the Hospital, shall be furnished to patients, or consumed by officers or employes, except by the written direction of the physician or surgeon in charge, or himself.

7. The Superintendent shall have the general supervision and direction of all officers and employes of the Hospital, and report any failure or neglect of duty, loss of time, and violation of good order or the rules, especially the use of boisterous, profane or obscene language, by any officer, employe, patient, staff physician, surgeon, or resident assistant.

8. He shall prohibit all persons engaged about the Hospital from needlessly passing through the halls or galleries of the Hospital or into the wards, unless with the consent of the physician or surgeon in attendance, or a Commissioner, or Superintendent.

9. He shall restrict all persons employed in any capacity in the Hospital to their prescribed duties, and forbid all intermeddling with those of another. He shall forbid all comment upon the practice of any member of the staff by another member, or any other person, in the presence of a patient, and the circulation of reports, rumors or charges, calculated to interfere with the harmony or discipline of the institution, and shall require all complaints to be lodged with himself, unless affecting his own conduct, and then with the Hospital Committee; and when unable to enforce these requirements, he shall report them, with name of offenders, to the Board of Commissioners.

10. He may discharge any employe of the City Hospital for willful violation of rules or disregard of orders, and may appoint another person to fill the vacancy caused by such discharge; he may suspend any officer for reasons he may deem sufficient, but he shall report same to Chairman of the Hospital Committee at once, giving name of party suspended and the cause of suspension.

11. He shall provide meals for officers and employes at such hours as the Hospital Committee may direct, and meals shall not be provided at any other hours for them, except in case of sickness.

12. The Superintendent shall, at the end of each month, report to the Hospital Committee a detailed account of expenditures for salaries, provisions, drugs, bedding, fuel, liquors, gas, water, and miscellaneous articles, and daily average cost of each patient, according to the daily number in the Hospital, and for officers and employes, also the amount

of liquors and special diet consumed during the month, and such other statistical record as may be required.

13. He shall, on the first of each fiscal year, cause to be made a complete inventory or property return of all property belonging to the Hospital, showing additions made during each year, and the loss, destruction, or breakage, with the circumstances of such loss, destruction, or breakage, so that proper parties may be charged with culpable waste or injury, or with articles unaccounted for. He shall note the condition of each article, as being in good order, worn or damaged, and report cost of repairs, and submit an estimate of replacements, repairs and alterations to be made during the ensuing year.

14. At the end of each calendar year he shall make an annual report and summary of all matters appertaining to the economy and management, statistics, and records of the Hospital to the Board of Commissioners.

15. All reports shall be made upon the prescribed forms and blanks furnished for the purpose.

16. The Superintendent shall see to the reception and transfer of all patients, under existing laws, and provide for their maintenance and care, in accordance with the said laws, and the present and future orders of the Board of Commissioners. He shall suffer no patient to go from the grounds without permission from the Superintendent. He shall cause the entry, upon a book kept for that purpose, by the Clerk, of the discharge of any patient, with the date and circumstances of such discharge. Upon the decease of a patient, the Superintendent shall cause the name of the patient and the time of the decease to be entered, and the body to be taken to the dead-house and there safely kept until delivered to the relatives or friends of the deceased, or otherwise disposed of according to law, and, in case of no such demand, he shall deliver the remains to the undertaker, friends, or other persons appointed by the Board, against a receipt to be kept in a book provided for that purpose. The name of the attending physician or surgeon shall form a part of the death record. It shall be the duty of the Superintendent to cause immediate notice of the decease of any patient to be given by the Clerk to such patient's relatives or friends. When a patient dies, leaving clothes or any other article of value, unclaimed by any relative or friend, the Superintendent shall report the fact to the Hospital Committee, who will cause a note of such reports in the minutes, and give him the necessary directions for their disposition, after making such deduction for expenses as are chargeable

under these rules. The Superintendent shall give certificates in all cases of death, and furnish duplicate certificates to relatives or any person interested, whenever demanded.

17. On their admission, the Superintendent shall examine all patients, if necessary, *under oath*, as to their residence, property, or money possessions, and their ability, or that of their relations, to support or pay for them, and he shall, in all cases where valuables belonging to the patients come into his hands, make a proper and reasonable charge for the maintainance and care of the patient and the expense incurred in his or her behalf, up to the amount of five dollars per week for a bed in the public wards, and he shall be required to report the result of such examinations, and the amounts so collected, immediately to the Chairman of the Hospital Committee, and, in his monthly reports, to the Board of Commissioners.

18. The Superintendent shall have power to admit persons without permits in cases of urgent necessity, and not otherwise.

19. He shall be authorized to discharge patients at any time and for any cause he may deem sufficient: and it shall be his duty to notify the Chairman of the Hospital Committee immediately after the discharge of a patient for disorderly conduct or disobedience, giving the name of the person so discharged. Should a person so discharged return with a permit, he or she shall not be re-admitted.

20. The Superintendent shall be empowered to refuse any or all permits that are issued for admission to the Hospital except permits issued by the Mayor to non-residents. In case he refuses to admit a person with a permit, he shall notify said Commissioners of his reasons for such refusal.

21. The Superintendent shall require all patients to be in their respective wards by eight o'clock, p. m.

22. When any patient is desirous of conversing with a religious person, he shall invite the persons desired to attend; and when any patient is dangerously ill, he shall, at his discretion, ask such patient if he or she desires to converse with any religious person.

23. He shall make such provisions for the religious worship, comforts and instructions of the patients as, with the concurrence of the Hospital Committee, he may deem advisable.

24. In cases requiring the attention of the Coroner at the Hospital, it shall be the duty of the Superintendent to send a notice to that effect to the Coroner's office.

25. The Superintendent shall, before dark, cause every access to the Hospital building to be closed and fastened, except such as are in front and may be under constant oversight; and shall prohibit the admission of improper persons, and visits protracted unreasonably by such as have business in the house.

26. The Superintendent shall, before commencing the duties of the office, enter into a bond, with satisfactory security, to the Board of Commissioners of Public Charities, for the faithful performance of all the duties of the office.

RULES GOVERNING THE APOTHECARIES IN THE LOUISVILLE CITY HOSPITAL.

1. There shall be elected an Apothecary for the Louisville City Hospital, who shall hold his office during the pleasure of the Board. He shall be a graduate of some reputable Pharmaceutical School of Kentucky, or shall be registered as Practicing Pharmaceutist by the State Board of Kentucky.

2. The Apothecary, and any assistant that may be appointed by the Board of Commissioners, shall be entitled to board, washing and lodging in the Louisville City Hospital, and shall receive such pecuniary compensation as the Board may from time to time determine, but shall not be entitled to any other emoluments whatever.

3. The Apothecary shall have charge of the drug room and the instruments of the Hospital and the stock of liquors and ale, and shall be responsible for the property in his charge, and shall keep a correct and itemized account of all articles received and dispensed at cost prices, and make a monthly report to the Superintendent and Hospital Committee of the amount expended in his department during the preceding month.

4. He shall keep a daily account of the liquors consumed in the Hospital, setting forth by whom prescribed, the name of the patient, the ward, and the quantity used, and report the totals monthly to the Hospital Committee.

5. He shall be required, upon requisition, to furnish drugs and medicines to the Work House, Alms House, and Eruptive Hospital, and shall charge same to them respectively; and the druggists at the various institutions render him such services as he may require.

6. He shall take charge of and be accountable for the proper distribution into the different wards of all medicines and liquors. He shall safely keep the instruments belonging to the Hospital, except such as are delivered to nurses, deliver them only to the members of the Hospital Staff or Resident Assistants in person, or upon their written orders, and see that they are returned and properly cleaned.

He shall report any loss or breakage of thermometers, syringes, and other instruments, stating the circumstances of the loss or breakage, to the Superintendent and Hospital Committee in his monthly report, and keep the fragments for the inspection of that Committee.

7. He shall not distribute medicines except on written prescriptions of the Medical Staff, Superintendent, or Resident Assistants, and only for the use of the sick inmates of the institution and for out patients, not including liquors, when properly signed by a member of the Board of Commissioners. He shall fill prescriptions for medicines for one day at a time only, and not more than two ounces of any liquid medicines at a time, except lotions. He shall put on each receptacle the prescription in full, name and number of the patient and the directions for administration. He shall file all prescriptions and record them in a book provided for that purpose, together with all orders for renewals, as vouchers for his credit against the drugs supplied.

8. On the first day of each fiscal year he shall take an inventory of all medicines, liquors, and instruments in his possession, upon blanks furnished for that purpose, showing the quantity of each article on hand at the beginning of the year, the amount received and dispensed during that period, and the quantity on hand at the end of the year.

9. He shall keep his drug room in a clean and orderly condition; every drawer, bottle, and other receptacle being correctly labeled; and no one but he, and his assistant, if any, or Clerk of this Board, shall dispense anything in this room. Nor shall any one be present at the time the apothecaries are compounding prescriptions, unless it be some one on his requisition; and when he, or his assistant, or Clerk of this Board, leave the room, the door shall be locked and the key kept in the possession of the acting apothecary. A copy of this rule shall be conspicuously posted in the drug room.

10. The liquor room shall always be securely locked, and the key in the possession of the Apothecary or Clerk of this Board, and no liquor shall be taken therefrom by any person whatever, except in the presence of the Apothecary or Clerk.

11. The Apothecary or Clerk shall in no instance give out liquors unless by the daily orders of a member of the Staff on duty, or in compliance with rule thirteen, governing Resident Assistants.

12. All medicines, salves, plasters, etc., containing a deadly poison, shall bear the cautionary poison label upon the receptacle before delivery to the nurses, out patients, or persons entitled thereto.

13. An Assistant Apothecary may be employed whenever deemed necessary by the Board of Commissioners. He shall act as assistant to the Apothecary, under his immediate charge, and subject to his control and orders.

14. The Apothecaries shall be guided in all matters by the rules and regulations of the Hospital, and shall not leave the premises without the consent of the Superintendent, and shall not leave the Hospital at any time longer than six hours without furnishing a suitable substitute agreeable to the Superintendent and Hospital Committee: and at no time shall he and the Clerk of this Board be absent at the same time.

15. The Apothecary in charge shall furnish such bond, with approved security, as the Board may determine and exact.

16. The offices of Clerk of the Board of Commissioners of Public Charities, Hospital, and Apothecary may be combined in one.

RULES GOVERNING THE MATRON OF THE LOUISVILLE CITY HOSPITAL.

1. There shall be appointed by the Commissioners of the Public Charities a Matron of the Louisville City Hospital. She shall be entitled to board, lodging and washing, and shall reside in an apartment designated by the Board for that purpose, and shall receive such pecuniary compensation as the Board of Commissioners shall from time to time allow, but shall not be allowed any other emoluments whatsoever.

2. The Matron shall have charge of the linen, bedding, garments, table ware, and other household articles belonging to the Hospital, and, under direction of the Superintendent, supervise the kitchen, wards, and rooms occupied by employes, which she shall visit and inspect daily, and report to the Superintendent any disorder, neglect, violation of the rules, or waste or destruction of property or supplies, or any negligence or wastefulness in the preparation of diet for the sick.

3. She shall preside over the table prepared for the nurses, and require them to preserve perfect order and decorum during meals, and to refrain from any improper conversation, and to observe neatness and propriety in their dress.

4. She shall make requisitions upon the Superintendent for all needful articles for the wards and other apartments placed under her care. She shall be responsible for the disposition of all such articles so placed in her care, and shall plainly mark them with the name of the Hospital and ward or other apartment to which they may belong.

5. The Matron shall cause the nurses to fill out wash lists of all articles of wearing apparel belonging to patients, and see that the clothing is properly marked, so as to be easily identified, before it is sent to the laundry. She shall also make lists of the public washing before delivery to the laundry, and exercise a surveillance over same, comparing the articles returned laundried with the wash list, and immediately causing search for any article missing, and report the same to the Superintendent.

6. The Matron shall also perform such other duties as the Hospital Committee or Superintendent may from time to time require.

RULES GOVERNING THE NURSES IN THE LOUISVILLE CITY HOSPITAL.

1. The Board of Commissioners shall employ a sufficient number of competent nurses, of good moral character, able to read and write fluently, who shall be entitled to their board, lodging and washing, and such pecuniary compensation as the Board may from time to time allow, but shall not receive any other emoluments whatever. They shall lodge in rooms designated for that purpose.

2. Nurses in charge of wards shall, under the direction and supervision of the Medical Staff, the Superintendent and Superintendent of Nurses, have the care of their respective wards and of the convalescent patients detailed to serve therein, and shall keep their wards perfectly clean, and shall remove, or cause to be removed, all dirt and slops, and shall, at least once daily, see that the floors, porches and approaches are cleansed. They shall see that there is no waste or improper use of any articles of Hospital property.

3. The Nurses shall receive and administer all medicines prescribed for patients in their respective wards, according to the written directions accompanying them, and they shall promptly and carefully carry out all orders that may be given them by the physicians or surgeons, and they must report at once to the Superintendent every instance of failure or inability from any cause to fulfil such orders.

4. The Nurses shall have all refuse matter thrown into a common receptacle, and the appearance of any of it in the wards, on the porches, or immediately around the building, shall be considered a breach of duty, and just cause for dismissal.

5. Any Nurse bringing into the building any intoxicating liquors or articles of diet for the use of inmates under treatment, shall be immediately suspended by the Superintendent, and reported to the Hospital Committee.

6. The Nurses, in their respective wards, shall see that all unnecessary lights are extinguished by nine o'clock in summer, and eight

o'clock in winter, and that those that are necessary are so arranged as not to endanger any part of the building by fire.

7. Nurses are not allowed to receive on deposit, or otherwise, any money or valuables belonging to patients in this institution, but are to report all articles of value found upon the persons of patients to the Superintendent.

8. The Nurses shall immediately report any death that occurs in their respective wards to the Superintendent.

9. Nurses shall not absent themselves from their respective wards, unless on business connected with the wards, without the consent of the Superintendent; and if desiring to leave the Hospital inclosure, he or she shall make a full statement as to the condition of his or her ward to the Resident Assistant in charge before such departure.

10. Nurses shall not suffer any infraction of the rules in their respective wards, and if such infraction is attempted by any person, it shall at once be reported to the Superintendent.

11. Nurses shall return all empty bottles, jars, and other receptacles to the drug rooms, and shall keep in a secure place in their rooms all preparations of opium, quinine and liquors, and shall administer them according to directions on the label, personally supervising all directions given by the physician or surgeon, and seeing that they are carried out to the letter, and they shall not leave the execution of any such order, or the administration of any medicine, to the patients themselves.

12. If any patient shall express a desire to converse with any religious person, the nurse shall communicate such wish to the Superintendent, and shall encourage convalescent patients to attend such religious worship in the Hospital as they may select, unless forbidden by the physician or surgeon in charge.

13. Nurses shall take charge of and receipt to the Clerk for all instruments placed in their hands, and shall, monthly, report to him in writing a list of the same, stating their condition. All instruments lost or injured, and not satisfactorily accounted for, shall be paid for by the nurse, and the Clerk is directed to retain the value of such instruments from their salary. This rule shall apply to all having charge of instruments in this institution; also all property given in charge of nurses for their respective wards.

RULES GOVERNING THE ENGINEER OF THE LOUISVILLE CITY HOSPITAL.

1. The Board of Commissioners of Public Charities shall elect an engineer, who shall receive such compensation as the Board may determine, and be entitled to lodging, boarding and washing in the institution.

2. He shall have charge of the boilers, steam machinery, hydraulic elevator, the water closets, and the gas and water pipes of the Louisville City Hospital, and take care of the heating apparatus, the tanks, steam pipes, force pumps, iron and lead works, and other mechanical appliances and tools of the establishment, and keep the same in good order. He shall be responsible for the economical use of fuel, steam, and water, and for the neat and orderly condition of the boiler house, ventilation ducts, air chambers, and every thing connected therewith.

3. The engineer shall supply sufficient steam to keep up a temperature of 68 or 70 degrees of Fahrenheit thermometer in all the wards during the winter, and he shall visit them night and day as often as may be necessary to secure this object, and he shall also daily see to the good working order of the water closets and bath tubs.

4. The engineer shall make all necessary repairs of the gas and water pipes and fixtures in the Hospital, if practicable, himself, or have them done under his supervision, whenever authorized by the Superintendent.

5. The engineer shall, upon the request of the Superintendent, immediately repair such fixtures as may from time to time get out of order, and keep a book stating all such work done by him, which book shall be open to the inspection of the Hospital Committee; and he shall make a monthly report in writing to the Superintendent, stating the condition of the boilers, machinery, and apparatus or fixtures in his charge, the amount of repairs and replacements made, and the amount of fuel and water consumed during the month, and shall make such recommendations and suggestions as he may deem proper to make in the interest of the institution.

6. The engineer shall report to the Superintendent on the correctness of all bills for plumbing or fixing in his department, done under contract or otherwise, and shall guard the interests of the city by insisting upon a proper and workmanlike execution of all work, and the proper credits for old material, etc.

7. The engineer shall take special care of the fire plugs, hose, chemical fire extinguishers, fire escape ladder and stand pipes in the Hospital, and shall at least twice in each month try their condition and working order, and see that they are always ready for immediate use. reporting any fault or defect at once to the Hospital Committee. He shall embody the strict compliance with his duty in his monthly reports to the Superintendent.

8. The engineer shall see that the fireman is always in his place and pays the necessary and proper care and attention to the boilers. The regularly engaged fireman and carpenter of the establishment shall, in addition to their other duties, act under the engineer as special fire police of the institution, and shall be made acquainted with the location, condition, and workings of all the fire apparatus and safety appliances, as well as all facilities for egress in case of fire.

9. The engineer shall have charge of the hydraulic elevator of the Hospital and see that the same is not used by the employes of the establishment in the discharge of their duties, its use being restricted to the transportation of the sick, and the members of the Medical Staff and clinical lecturers and Commissioners.

10. He shall prevent the inter-communication of employes of different sexes, and insist upon the use of the sitting-room provided for that purpose for social meetings and for the reception of visitors to the servants, forbidding visits of male employes to rooms of female employes, and *vice versa*.

RULES GOVERNING THE CHARITY PATIENTS.

1. The Mayor of the city may admit only such sick persons as require immediate relief into the Hospital. The members of the Board of Commissioners may admit only such sick persons requiring temporary relief who have been residents of the city for at least one year, and who reside in the district assigned them by the President of the Board of Commissioners, after being satisfied of the truth of the representations made by the applicants. For that purpose the city shall be sub-divided into six districts, the first district comprising the first and second wards; the second district the third and fourth wards; the third district the fifth and sixth wards; the fourth district the seventh and eighth wards; the fifth district the ninth and tenth wards; and the sixth district the eleventh and twelfth wards. But this rule shall not prevent any Commissioner from admitting any patient when the urgency of the case requires prompt action. Any patient, so admitted, shall be removed to other appropriate public institution as soon as it appears that his or her case is not a proper one for treatment in the Hospital, and as soon as his or her condition will permit.

2. Patients are to yield obedience and respect to those in authority over them in order that the peace and harmony of the institution may be maintained. Any patient refusing to submit to the treatment prescribed by the attending physician or surgeon, (or in their absence the resident assistant), shall, upon complaint made to the Superintendent, be discharged, at his discretion.

3. No patient shall throw any refuse or other matter on the floor of the ward, nor on the porches of the building, nor out of the windows. No patient shall mutilate any part of the building, or abuse, soil or destroy any furniture or anything belonging to the Hospital, on pain of dismissal.

4. No patient shall be allowed to receive, or bring into the Hospital, any intoxicating liquor, nor any kind of diet, unless by permission of the medical attendants or Superintendent; and convalescent patients

shall not bring any food into the wards at any time without permission from the nurse.

5. Patients shall not smoke or chew tobacco in the wards, on the porches, or in the house, nor engage in any game of hazard within the Hospital, or its enclosure.

6. Patients shall not leave the Hospital enclosure under any pretext whatever, except in very urgent or necessitous cases, of which the Superintendent must be the judge, and under no circumstance without his permit or consent, on pain of dismissal.

7. No patient shall enter the kitchens, or servants or officers apartments, under any pretext whatever, unless by order of the Superintendent.

8. Male patients shall not go into the female wards or apartments, nor female patients into the male wards or apartments, unless by permission of the Superintendent, upon pain of instant dismissal.

9. Convalescents, who are declared able by the medical officers of the institution, may be put to such labor as the Superintendent may direct, provided, however, that patients who can not read well shall not be employed to nurse or wait on the sick, but may be employed in cleaning or other suitable work. Patients detailed to wait on pay patient shall make no charge for such service, but may receive such gratuity as may be offered them.

10. Patients shall not deviate in their diet and drink from a strict adherence to the prescription of the medical attendants.

11. No patient shall quarrel with another, or with the nurse, or use provoking words, gestures, or menaces, or obscene or indelicate or profane language, or bear tales, nor shall they conduct themselves in any manner that will tend to destroy the peace and harmony of the institution.

12. All patients shall be cleanly in their person and clothing, and shall wash their faces and hands and comb their hair before breakfast each day, and those unable to perform this duty shall have it done for them by persons appointed from among the convalescents by the nurses of their respective wards.

13. Patients who are able to be out shall not be allowed to lounge in bed, or chair near it, but shall get up before breakfast and make up their beds, and place all things in the immediate vicinity in order.

14. All patients must be in their proper places, each occupying his or her own bed, during the regular visits of the attending physician or surgeon, or, in their absence, the resident assistant.

15. Patients having in their possession any money or valuables, must deposit the same with the Superintendent, who will issue a proper receipt for them (but is not thereby made responsible for their loss).

16. Any patient having been discharged for any offense, or who shall leave without the proper discharge by the Superintendent, shall not again be admitted into the Hospital without a special permit from one of the Commissioners, and such permit shall not be given until a full investigation of the cause of the discharge, or of leaving without a proper discharge, shall have been made by the Hospital Committee.

17. Any person admitted as a charity patient into this Hospital, who has money or property to pay his or her expenses, or who have friends or relatives able and bound to pay, shall be charged not less than four nor more than five dollars a week for a bed in the public wards, to be collected by the Superintendent.

RULES GOVERNING PAY PATIENTS AT THE
LOUISVILLE CITY HOSPITAL.

1. Pay or private patients will be admitted on application to the Superintendent, upon depositing twenty dollars, or giving satisfactory security for the payment of their dues.

2. The charge for pay patients in this institution shall be for beds in public wards four dollars per week, for the private wards five dollars per week, and for private rooms from six to ten dollars per week, subject to such changes as may be ordered by the Hospital Committee. The charges to be collected by the Superintendent, who shall keep a special register of the arrival, departure, or decease of the pay patients in a book provided for that purpose, setting forth his receipts on that account, which shall be reported monthly to the Hospital Committee.

3. Pay patients will be allowed to choose their medical attendant from among the physicians and surgeons of the city.

4. Pay patients must deposit money or other valuables with the Superintendent for safe keeping. He will give a receipt therefor, but the Hospital will, in no event, be responsible for any loss.

5. On the decease of a private patient, the Superintendent shall give early notice to the relatives or friends of the deceased and retain the corpse a reasonable time, when, if it is not attended to by them, the Superintendent shall cause the body to be properly interred, and collect the expenses incurred from the estate of the deceased, if practicable.

6. In no instance will patients or other persons occupying private apartments be allowed to visit the public wards, officers' or servants' apartments; and when they require out door exercise they must first obtain the consent of their attending physician or surgeon.

7. Patients in private apartments may be visited by their friends at suitable hours in the day time.

RULES GOVERNING VISITORS OF THE LOUISVILLE CITY HOSPITAL.

1. Visitors may be admitted into the wards of the Hospital by the Superintendent or medical officers in attendance upon the ward to be visited, or by the authority of a Commissioner, but in all cases with the knowledge and approval of the Superintendent, or, in his absence from the premises, of the officer of the day.

2. *Visiting hours* shall be from 10 to 12 a. m., and from 2 to 4 p. m. on Sundays, Mondays, and Thursdays; but persons having friends dangerously ill may be admitted on other days by the Superintendent, or by the medical officer in attendance with the consent of the Superintendent on special permits. And religious persons who desire habitually to converse with the sick may, in the discretion of the Superintendent, be admitted at suitable times. Patients may, in like manner, be visited by friends living more than five miles from the city by permission of the Superintendent.

3. Visitors, while in the Hospital, must be quiet and orderly, and refrain from giving to the sick or other inmates any drinks or diet without permission of the medical attendant. Any visitor violating this rule must be excluded from the building. Visitors will be required to refrain from unfavorable remarks on the health or medical treatment of a patient in the presence of such patient.

4. No courtesan, nor any one in an intoxicated condition, shall be allowed to visit the inmates of the Hospital upon any pretext whatever. Persons not known to the Superintendent must be properly introduced by letter or otherwise. No female patient shall be visited by a male friend other than her father, brother, husband, or son, and persons not known to bear such relationship shall furnish satisfactory evidence of the same to the Superintendent before admission.

RULES GOVERNING CLINICAL LECTURES IN THE AMPHITHEATRE OF THE HOSPITAL.

1. Clinical teaching shall be confined to the professors of the regular chartered and organized Medical Schools of the city of Louisville, during the months designated by the Board of Commissioners of Public Charities, and to other members of the Staff the remainder of the year, by special agreement with the Hospital Committee, and satisfactory provisions for medical attendance upon the wards during such time.

2. Clinical teaching will not be allowed in the wards of the Hospital, but must be confined to the amphitheatre alone.

3. No patient of this Hospital shall be the subject of a clinical lecture against his or her consent, nor shall a female undergo an examination before medical students without her consent.

4. Students of medicine are not allowed to visit the wards of this Hospital for the purpose of receiving clinical instructions from any one.

5. Students of medicine, and all other persons, while in the presence of the sick, are required to conduct themselves in a quiet and decorous manner, and any person departing from this rule shall be excluded from this institution.

6. The price of tickets for the clinical lectures in this Hospital shall be five dollars for each student for one course of lectures in one school during the session, and must, under all circumstances, be shown at the door of the amphitheatre before entering. They are not transferable, and will be forfeited and taken up whenever presented by any one except the person whose name they bear. They must be obtained from the Clerk of the Board of Commissioners, who shall immediately pay all money received for the same into the city treasury, taking a receipt for the same, this receipt to accompany his monthly Hospital report to this Board.

7. All regularly chartered Medical Schools are expected to require students to attend the Hospital clinics at least one term as a prerequisite to graduation, as required by city charter. (Act approved April 18th, 1867, No. 158.)

8. Any Medical School which does not encourage attendance upon clinical lectures in this Hospital may be excluded from the privileges of the Hospital.



